

Town of North Hempstead Internship Program

Eligibility and Application Process

The Internship Program

The Internship Program provides students with work-related assignments that are connected to their academic major or general interest. A great deal of care is taken on the part of the Town to make sure that interns receive a work experience that integrates theory learned in the classroom with practical workplace skill development and work ethic.

In addition, a Town of North Hempstead internship can be a great hands-on way to learn more about a career field or type of job. It also is a terrific addition to the intern's resume, as well as a way to make professional contacts and a valuable source of references.

Some schools and colleges require internships as part of their curriculum. Even in cases where they don't, consideration should be given anyway to the wealth of opportunities available in the Town of North Hempstead. The Town offers students a wide range of internship positions in a variety of departments, such as Social Services for the Aging, Communications, Information Technology, Finance, Law, Parks and Recreations, Public Safety, just to name a few.

Eligibility

Students must be currently enrolled in a college or university or have applied to or been accepted into a degree program. Graduate students must be currently enrolled, or accepted into a graduate program. High school students are encouraged to apply as long as they have the proper documentation (working papers) prior to the submission of their application.

The Application Process

The Town of North Hempstead has a centralized internship application processing center. The Town requires the following:

- Cover Letter - The cover letter should indicate your top 3 choices of departments that you would like to work for in order of preference, your approximate start and end dates and whether you are interested in a paid internship, internship for college credit, internship for high school volunteer hours or a voluntary internship.
- Resume
- Interview

Deadlines

The application process for the internship program is on a year round rolling admission basis meaning that the positions will be filled based upon a good fit between the department's needs as well as the candidate's prior experiences and skills.

Availability Of Internships Positions

Although some departments and agencies may be listed on this website, not all may offer internships.

Duration Of Internships

Currently we are hiring interns for our summer session, which starts May 1, 2018 and runs through September 30th, 2018. Start and end dates are flexible.

Contact:

If you are interested in applying to our internship program, please email a resume and cover letter to:

Bob Weitzner
Commissioner of Human Resources

At: careers@northhempsteadny.gov